

EMPLOYEE DISCIPLINARY ACTION FORM

Employee: Demond MooreDate of Warning: 2/9/21Department: HousekeepingSupervisor: Rhonda Chaddick

TYPE OF VIOLATION: Written

WARNING: 2nd

 Attendance Carelessness Disobedience

Violation Date:

 Safety Tardiness Work Quality

Violation Time: (a.m. / p.m.)

 Other Creating a hostile work environment

Place Violation Occurred:

2/6/21over a hourshift hotel grounds.

EMPLOYER STATEMENT

On 2/16/21 Demond showed up 1 hour late for his scheduled shift. It was previously agreed that he would be in at 8am for his shift. That shift he did not strip the rooms he was instructed to nor did he make any beds for the next shift.

EMPLOYEE STATEMENT

WARNING DECISION

Demond will be sent home for the day when he returns to work on 2/10/21. He will complete his assigned tasks daily which report to mop and turn in his board. or he will face further disciplinary action up to termination.

Approved by: John D. Miller Name: John D. Miller Title: General Manager Date: 2/9/21

List All Previous Warnings (when warned and by whom) and including termination

Previous Warning: 1st Warning

Date: 2/4/21
Verbal
Written

Previous Warning: 2nd Warning

Date
Verbal
Written

Previous Warning: 3rd Warning

Date
Verbal
Written

I have read this "warning decision". I understand it and have received a copy of the same.

Refused to sign 2/9/21Employee Signature John D. Miller Date 2/9/21Signature of person who prepared warning Ginifer Date 2/9/21Supervisor's Signature Ginifer Date 2/9/21

COPY DISTRIBUTION

 Employee HR Dept Supervisor

Alex will check in with the MOD hourly & give an update of tasks completed. At shift's end he will turn in his task assignment sheet signed and dated. Showing everything he completed on that shift.

Alex will keep a cart outside the room in which he is working at all times while on the clock.